



BUILDING PERMIT APPLICATION

BUILDING DIVISION/COMMUNITY DEVELOPMENT DEPARTMENT

BS _____

SIGN

01/17

THIS IS A PERMIT APPLICATION ONLY. WORK IS NOT AUTHORIZED UNTIL FEES HAVE BEEN PAID AND A PERMIT HAS BEEN ISSUED.

ADDRESS	CONSTRUCTION VALUATION \$	DATE
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DESCRIPTION

EXISTING BUSINESS NAME/TYPE:	NEW BUSINESS NAME/TYPE:
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OWNER		APPLICANT/ CONTACT		CONTRACTOR	
ADDRESS		ADDRESS		ADDRESS	
CITY/ STATE/ ZIP		CITY/ STATE/ ZIP		CITY/ STATE/ ZIP	
PHONE	CELL PHONE	PHONE	CELL PHONE	PHONE	CELL PHONE
E-MAIL		E-MAIL	LICENSE	E-MAIL	LICENSE

PRE-SUBMITTAL ZONING REVIEW: PRELIMINARY REVIEW ONLY – NOT AN APPROVAL	ZONE	OK FOR PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO	OK OTC <input type="checkbox"/>	BY:	DATE:
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COMMENTS:

✓	FLOOR/SUITE	✓	STRUCTURE TYPE
	FLOOR:		ACCESSORY STRUCTURE - COM
	SUITE/ UNIT #:		APARTMENT
			ASSISTED LIVING
✓	PROJECT TYPE		AUTOMOTIVE
	NEW STRUCTURE		CONDOMINIUM
	TENANT IMPROVEMENT		DAY CARE
	SITE IMPROVEMENTS		EDUCATIONAL
✓	ZONE	SETBACK (FROM PROP. LINE)	HEIGHT (TO TOP OF SIGN)
	BCC1/ MPC1	TO POLE: _____ FT	ABOVE GRADE: _____ FT
	OTHER ZONE	TO FACE OF SIGN: _____ FT	ABOVE ROOF: _____ FT
✓	TYPE OF SIGN		
	WALL SIGN		MARQUEE SIGN
	ROOF SIGN		VALENCE SIGN
	PAINTED SIGN		PROJECTING SIGN
			POLE SIGN
			MONUMENT SIGN
			ELECTRIC SIGN
			MOVING SIGN

SIGN AREA			
STREET FRONTAGE	PARKING LOT FRONTAGE	MAX. SIGN AREA: _____ SF	PROPOSED SIGN AREA: _____ SF
STREET: _____ FT	LOT: _____ FT	EXISTING SIGN AREA: _____ SF	REMAINING SIGN AREA: _____ SF
SIDE STREET: _____ FT	(ENTRANCE FACING PARKING LOT ONLY)	AVAILABLE SIGN AREA: _____ SF	

MAXIMUM SIGN AREA CALCULATION			
ALL ZONES EXCEPT BCC1/ MPC1		BCC1/ MPC1 ZONES ONLY	
STREET FRONTAGE (3 SF/ LF)		STREET FRONTAGE BCC1/ MPC1 (2 SF/ LF)	
SIDE STREET FRONTAGE (1 SF/ LF)		SIDE STREET FRONTAGE (1 SF/ LF)	
PARKING LOT FRONTAGE (1 SF/ LF)		PARKING LOT FRONTAGE BCC1/ MPC1 (2 SF/ LF)	
MAXIMUM SIGN AREA		MAXIMUM SIGN AREA	

FIRE DEPT.	BWP/WATER	PW/SEWER	PUBLIC WORKS DEPT.	
PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO PLAN CHECK FEE: _____ DATE: _____ BY: _____	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO FEE PAID: _____ DATE: _____ BY: _____	INTERCEPTOR REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: _____ BY: _____	ADDRESS APPROVED: PEDESTRIAN PROTECTION REQ'D: <input type="checkbox"/> FENCE <input type="checkbox"/> CANOPY <input type="checkbox"/> NONE BY: _____	STREET IMPROVEMENT INSPECTION: PERMIT NO. _____ CURB CUT WIDTH: _____
PARKS & REC	BWP/ELECT	BACKFLOW PREVENTION: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: _____ BY: _____	SETBACK FOR STREET WIDENING: BY: _____	RECURB (E) CURB CUT: <input type="checkbox"/> YES <input type="checkbox"/> NO BY: _____
APPROVED: DATE: _____ BY: _____	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO FEE PAID: _____ DATE: _____ BY: _____		SITE PLAN CHECKED FOR EASEMENTS BY: _____	PUBLIC WORKS DEPT REQ'D NOTED: CHECK SHEET: <input type="checkbox"/> YES <input type="checkbox"/> NO BY: _____

PLANNING DIVISION (PLANNING APPROVAL GIVEN ONLY AFTER ALL OF THE ABOVE APPROVALS ARE OBTAINED)				
PROJECT NO.	ZONE	ENTITLEMENT DATE	BY:	COMMENTS
APPROVED BY:		DATE:	FEE:	

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:
I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT INFORMATION STATED HEREON IS TRUE. I AGREE TO COMPLY WITH ALL ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I UNDERSTAND AND AGREE THAT SHOULD I FAIL TO COMPLY WITH THE ABOVE, ALL PERMITS SHALL BE DEEMED REVOKED.

SIGNED: _____ SIGNATURE OF APPLICANT: _____
DATE SIGNATURE